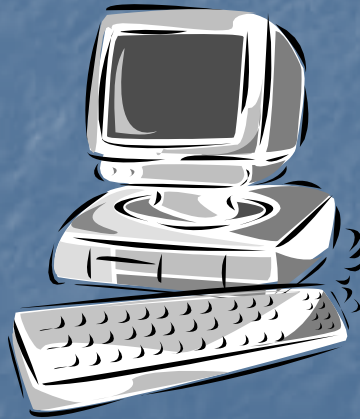


# State Controller's Office California Leave Accounting System (CLAS)



# California Leave Accounting System (CLAS)

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## Welcome

The following presentation provides an overview of the CLAS and includes:

.Features

.Centralized System Advantages

.Monthly Processing

.Standard Reports

.Leave Benefit Types

.On-Line Reports

.Participants

.Customer Service

.Customer Satisfaction

.Annual Costs

.Contacts

We hope you find this information both useful and informative.

# CLAS Features

- Employment History & Payroll Interface
- All Time Bases & Benefits
- Automated Posting of Accrued Benefits & State Service
- 5 Plus Years of History
- On-Line Update & Inquiry
- Audit Trail
- Automatically Recalculates Balances for Retroactive Corrections
- On-Line Messages
- Cross-System File Transfer
- Automatic Conversion



# CLAS Centralized System Advantages

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- One System Administrator
- Centralized System Maintenance
- Phone Liaison (M thru F, 8-12 & 1-4)
- Integrated with Other Central Systems
- Trained Personnel Specialists
- Central Reporting

# CLAS Monthly Processing

- **Automated Monthly Accruals**  
2<sup>nd</sup> (Optional) or 8<sup>th</sup> Workday
- **CLAS Monthly Output Files**  
3<sup>rd</sup> Workday and/or 3<sup>rd</sup> Friday
- **Monthly Attendance Input File**  
Customer Identifies Dates
- **Positive Attendance Accruals**  
Calculated & Applied When Pay Issues
- **Leave Activities & Balance Report**  
11<sup>th</sup> Workday Each Month
- **Earnings Statement**  
Master Payroll Cutoff

# CLAS Standard Reports

- **Statement of Earnings and Deductions/Direct Deposit Advice**  
Reflects employee's monthly leave benefit activity and balances
- **Employee Statement of Leave**  
Annual report containing benefit balances and year-to-date-totals.
- **Leave Activities & Balances**  
Monthly report of leave benefit and state service information for a specific leave period. Contains balances, usages, credits and miscellaneous transactions for leave benefits and state service balances.
- **Benefit Over Max**  
Contains current balances, accrual rates, and projected balances for benefits which are anticipated to reach the maximum allowed.
- **CTO Aging**  
Monthly list of employees with unused CTO which was earned more than 9 months prior to the report date.



# CLAS Leave Benefit Types

## Accrued Benefits

- Vacation
- Sick Leave
- Annual Leave
- Personal Holiday
- Educational Leave
- Personal Day

# CLAS Leave Benefit Types (cont.)



## Earned Benefits

- Activist Release Time Bank
- CTO
- Excess Hours
- Holiday Credit
- Holiday Informal Time Off
- Medical Officer of the Day
- On Call Assignment
- PARR – Lawsuit Settlement
- Personal Leave Day/PLP 2003
- Personal Leave Program
- Personal Leave Time
- Professional Leave
- Vacation Bank
- Voluntary Personal Leave
- V-Time



# CLAS Leave Benefit Types (cont.)



## Usage Only Benefits

- Activist Release Time Bank
- Administrative Time Off
- Bereavement Leave
- Medical Educational Leave
- Dock
- Family Medical Leave Act
- Jury Duty
- Military Leave
- Paid Educational Leave
- Probationary Hours
- Professional Training
- Seniority Points
- TAU – Days Limit
- Union Time Off
- Mentor Leave
- Subpoenaed Witness

# CLAS On-Line Reports



- **Benefit Over Maximum**
- **Leave Activities and Balances**
- **Intermittent Benefit Tracking Report**
- **Unused CTO Greater than 9 Leave Periods**

# CLAS Participants

- **146 Civil Service Departments**

**Over 181,327 employees** – Departments include: CalPERS, CalSTRS, Corrections, Employment Development Department, Mental Health, Developmental Services, General Services, Justice, and Transportation.

- **18 California State Universities**

Over 26,670 employees





# CLAS Customer Service

- Experienced Training Staff
- Classroom Instruction
- Customized Consultations
- Phone Liaison
- System Enhancement & Maintenance Support
- CLAS Web Page



# CLAS Customer Satisfaction



- Overall Satisfaction 97.5%
- Program Performance 96.8%
- Professionalism 99.4%
- Communication 97.5 %
- Training 96.7%

# CLAS Annual Costs

- **Maintenance Costs**

- \$6.50 per employee per year





# CLAS Contacts



For departments or California State University campuses interested in converting to the CLAS, or for general questions, please contact:

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